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J. Ben Nichols.

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A Manual for Librarians, Authors
and Publishers.

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INDEXING

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BY

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NEW YORK

OFFICE OF THE PUBLISHERS' WEEKLY

1892



INDEXING.

AN index is a table or list of references, arranged usually in alphabetical order, to subjects, names, and the like occurring in a book or other matter.

Indexes are useful in all cases in which there is considerable search for particular subjects the finding of which would, without an index, be difficult—in all cases in which a means of ready reference is desirable. Thus, indexes may be necessary for books, for archives and records, files of papers and documents, as in offices; professional and literary men frequently keep indexes of items of information, articles as they appear in periodicals, etc., such indexes being called *index-rerums* or *commonplace-books*. Library catalogues are extensive indexes; and the principles of ordinary indexing apply to the composition of such works as dictionaries and cyclopædias.

Indexes are not needed for such works as novels and poems, where reference to particular topics is never made; nor in cases where the arrangement is such as to be of itself a guide to all the matters included.

The importance of good indexes is apparent and can scarcely be overestimated. The work involved in preparing indexes is repaid a hundredfold in the facilities and saving of time afterward afforded by their use. A book without an index is like a locked chest without the key; each may contain valuable treasures, but neither can be gotten into. The sense of insecurity and uncertainty which the student feels in the use of an index on which he cannot rely is something very annoying. Nothing impairs the usefulness of a book like the lack of a proper index; and nothing enhances its value so much as being provided with one.

There are few if any branches of clerical work that require higher intellectual faculties for their satisfactory and successful performance than general indexing. To index a branch of knowledge satisfactorily requires a considerable knowledge of it, of its classifications, of its synonyms, of its species and genera. General qualities required are good taste, good judgment, and a habit of conciseness and of liberal and comprehensive thought. Above all, what may be called the "index sense" is required—that is, the ability to feel instinctively, at the first glance, what and how subjects should be indexed in all their ramifications; the sense that is in touch with searchers,

and appreciates just how subjects will be looked for and how to arrange so that they can most readily be found. Experience is the only school in which these qualifications can be gained.

It is remarkable, in view of the manifest usefulness of good indexes, how many books there are unprovided with them; and how many more are provided with indexes of an inferior kind which are inaccurate, insufficient, and unreliable. The trouble is not that the importance of reliable indexes is not generally appreciated, but that the work of indexing is left to inexperienced and unscientific hands. It is not generally recognized that a really good index cannot be made except by persons with special skill and special experience; that indexing is an art in itself, and it is unreasonable to expect satisfactory results from untrained hands. Not even authors are qualified to index their own work, unless they happen to possess familiarity with the principles and practice of indexing. None but the author, it is true, has such an intimate knowledge of the subject—and such knowledge is essential in indexing; but if he lack those special qualifications which are requisite in work of this kind, he cannot be depended on to make a good index.

A book now on the market and in its ninth edition contains in the index the item "Hell on earth;" on the page referred to is an account of persons kept in a constant state of anxiety and terror, the expression quoted being used to indicate in a forcible way the mental condition. Among other curiosities in the same index are the following items: "Maxim," "Quotations at beginning of chapters," "Something to avoid." More absurdly useless entries it would be difficult to make; articles and prepositions and conjunctions might as well be indexed; and yet similar instances of faulty indexing could be multiplied indefinitely.

The object of this paper is to formulate and present the guiding principles of indexing and their practical application in the preparation of the different kinds of indexes. The subject has been well and thoroughly treated from the standpoint of library cataloguers (see, especially, Cutter's *Rules for a Dictionary Catalogue*), and methods presented applicable especially to that kind of work. But with reference to the actual practical details of subject-indexing in general, aside from this, the literature of the subject is

scant, inaccessible and unsatisfactory (excepting, however, Wheatley's entertaining and instructive "What is an Index?"). The general indexer has comparatively little use for author and title entry, which are the all important factors in library cataloguing, but must base his work pre-eminently upon subject-entry. The methods here detailed rest upon that basis, are presented from the standpoint and with a view to the needs of the general indexer, and are designed not only as an elementary exposition of the principles and practice of indexing for the use of those little versed in the art, but also as a guide or rule of practice in some of the cases which present difficulty to persons more experienced in the work.

By *subject* is meant any event, place, person, fact, relation, topic, or anything which may be an object of thought and may become an object of search. Corresponding to each subject in the text or matter indexed is an *entry* in the index expressive of the subject and indicating the place where it can be found. Sometimes, for the sake of completeness and compactness, and to avoid unnecessary duplication of entries, instead of making a number of entries under a certain heading, a *cross-reference* is made from it to another heading where all the entries are made.

The word or words in an entry indicating the subject and determining the alphabetical position, the expression for which the searcher looks, is called the *heading*. Numerous entries relating to the same subject may be grouped under one heading, expressing the subject in the briefest and most general way; the term in this sense, applied to the designation of a subject at the head of a group of entries and fixing the alphabetical place of the group, has a somewhat specialized meaning, as in blank-book indexes. To "index under a certain word" means that that word is put first in the entry and becomes the heading.

Author-entry is entry under an author's name of works or articles written by him.

Title-entry is entry of a work or article under its title.

Subject-entry is entry of a subject under the word or expression which is the best designation of the subject, irrespective of any title actually used.

By *searching* is meant the consultation and use of an index after it is completed.

The main principles and rules of indexing are presented in a more or less categorical way in the following sections. The methods presented are not merely arbitrary and dogmatic, but, like

all the best methods of human arts, are based upon the best and most general and approved practice and the results of experience. In particular cases it may be necessary to adopt some arbitrary rule, simply for the sake of having a definite method to follow; but whether any particular rule is the best that could be formulated or not is hardly a matter of so great consequence as that there should be a rule to go by, so that system and uniformity may be secured. It is not at all supposed that all problems that arise can be solved by any mere set of rules; or that rules can be presented applicable to all cases without exceptions and modifications; or that they could or should always be followed out rigidly. Mere rules in themselves alone cannot accomplish much; it is when they are applied with experience and practical good judgment that they produce useful results. The best outcome from such a set of rules is the development of the general principles underlying the whole system which, once fixed in the mind and properly applied in doubtful cases, will secure rational and satisfactory results. The principles and rules here presented afford, it is believed, a practical and rational basis for indexing, and will meet many of the cases and difficulties arising in actual practice.

1. In preparing an index it should be constantly borne in mind what and how use of it is to be made when completed. The mere preparation of an index is a temporary affair; but when completed it is permanent and to be permanently used. An indexer should not consider the trouble and work to which he is put; he should endeavor to secure, with the means at hand, the greatest saving of labor and time on the part of the large number who are to use his index. The value of an index is proportionate to its usefulness, to its capacity to fulfil the purpose for which it was prepared. The indexer can secure the greatest possible utility of construction and arrangement only by putting himself in the place of all kinds of prospective searchers and users, and indexing accordingly. Valuable indications and hints may also be gained from actual experience, as where, in the keeping of a current index, the needs of searchers are shown by the character of the actual calls made upon it.

2. In each case a well-considered and well-defined plan of indexing must be determined upon in advance and followed throughout. This is necessary to secure completeness and consistency, to avoid misleading searchers, and to keep the size of the index within proper limits. The

length of an index depends upon the minuteness and detail to which the subjects are indexed, and upon the fulness of the entries. It is necessary in advance to fix a degree of minuteness and detail to which the work shall be carried, and to settle the style of the entries.

3. Consistency and uniformity are very desirable throughout an index. Consistency, besides being necessarily a part of a well-ordered system, tends to prevent mistakes; in an index which lacks uniformity of composition, a searcher, finding one arrangement in one case and not the same arrangement in another similar case, may thereby be erroneously led to suppose that the index contains nothing on the latter subject.

4. It is, however, quite impossible always to follow rigidly any plan or system. The judgment of the indexer will be constantly exercised in the discrimination between and settlement of fine points. A certain amount of latitude and elasticity must always be admissible, and much must be left to the good sense of the indexer. Moreover, a system need not be slavishly followed out in all its ramifications to a useless degree, simply for the sake of the system. The great end and aim of an index is to enable full and easy finding of subjects; whatever does not contribute to its purposes is useless and should be eliminated.

5. Index every subject, everything relating to every subject, every time it occurs, to the fulness contemplated by the plan followed.

The omission of any entry which should have been made or could have been reasonably expected, may seriously mislead a searcher or cause a loss of time in finding what is wanted. The discovery of the omission of a single entry is sufficient to cast suspicion upon the reliability of a whole index.

6. Index each subject under as many headings as may be necessary to make reference easy and complete, using cross-references where they are in order. Great judgment should be exercised to determine the full and true bearings of every subject.

Thus, index an item relating to "freight traffic of railroads in New York and Pennsylvania" under Freight, New York, Pennsylvania, Railroads, etc.

In a very full index "suspended animation" might be indexed under headings, with cross-references, as follows, the full entries being supposed to be made under the heading Suspended animation:

Animation, suspended. *See* Suspended animation.

Biology. *See also* Suspended animation.

Dormant vitality. *See* Suspended animation.

Hibernation. *See also* Suspended animation.

Life. *See also* Suspended animation.

Suspended animation.

Vitality. *See also* Suspended animation.

As many entries, not one merely, should be made as will present the subject in all its phases. The index should contain every heading under which searchers would reasonably look to find the various subjects, or without which the references would be incomplete and the finding of some subjects difficult or impossible, including even incorrect and unusual designations when apt to be looked for. Usually the more vague a subject is, and the more indefinite the names applied to it, the greater the number of headings under which it will be necessary to index it, and *vice versa*.

7. While full indexing is necessary, yet economy of labor, time, and space should be sought, where possible without impairing the index, by omitting useless matter and avoiding unnecessary work and unnecessary duplication of work. The indexer should be practical, and omit entries and headings which will never be looked for and features that will never be used.

8. As a subject is newly encountered the indexer should first carefully determine just what the exact subject is, and then how best to express it; select the headings and entries—all those under which search is likely to be made—that best express the meaning. Whenever the same subject occurs afterward enter under the same headings. If there are several synonymous headings equally eligible, select one of them for entry, and make cross-references from the others to it. The language of the text, and least of all of titles (except in title-entry), need not be followed, and should never be slavishly followed, in the wording of the headings and entries; these should express in the most exact (fine shades of meaning being considered), the plainest and briefest way possible the actual subject; the entries should be reduced to their simplest form, and, if possible, to a single word.

Thus, an article treating of the Louisiana Lottery but entitled "The Degradation of a State," should be, for subject-entry, indexed under headings as follows, irrespective of the title, which in this case has no significance in itself:

Lotteries, in Louisiana.

Louisiana, lotteries in.

Louisiana Lottery.

9. Index a subject under its specific name (specific entry) rather than under the name of a class which includes it (class-entry); but in many cases cross-references or full entries should also be made under the class, so that the entries under the class will show at a glance all that the index contains relating to the class.

Thus, index under

Chloroform,
Cocaine,
Ether,
Methyl bichloride,

with general entry or cross-reference under Anesthetics, to indicate all (including new or uncommonly-used articles which the searcher wishes to find, but whose name he does not know or cannot remember) that the index contains on that subject.

Endeavor to avoid using headings under which there will be a large number of entries, unless such headings are indispensable; such masses of entries are tiresome to look through and are frequently of little or no real utility. Enter rather under the specialized, salient headings.

10. When a subject is indexed in several entries, each entry should contain only matter pertaining to itself or its own heading, and should not contain matter pertaining to some other entries but not at all to itself. This principle applies to subject-entry, but not to title-entry.

Thus, an item relating to "Railroads in New York and Pennsylvania" should be indexed as follows:

New York, railroads in,
Pennsylvania, railroads in,

not

New York and Pennsylvania, railroads in,
Pennsylvania and New York, railroads in.

11. Headings identical in form but different in meaning (homonyms) should, with the entries under each, stand separate. Explanatory phrases may be added in parentheses or otherwise to distinguish them.

Thus, entries under the heading Instrument, meaning a writing or document, should stand grouped by themselves, separate and distinct from entries under the same word used to signify a mechanical implement.

12. The character of the matter indexed, the qualifications of persons likely to consult it, and the class of headings apt to be looked for, must be taken into consideration; and these elements should largely determine the nature of the index. In a work treating a branch of knowledge of limited extent and with great detail, specific en-

try becomes highly important, to the diminution of the need for class-entry; while in a work containing but little along particular lines, class-entry increases in importance. Likewise, the factors in a case may require preference and prominence to be given to certain classes of subjects.

Thus, in a geographical work places would have preference and especial attention in indexing; in general scientific works, the subject. "Geology of New York" in the former would be especially indexed under New York; in the latter, under Geology. But entry should be made under both, if necessary.

Also, in a work solely upon New York the index would hardly contain the heading New York, but all the matters treated would be indexed under their respective names; while in a work treating of that State only in part subjects relating to it would rather be indexed under the class heading New York.

13. The entries should always be sufficiently definite and comprehensive to cover the subject exactly; and at the same time they should be as brief, compact, and sententious as possible. All superfluities should be avoided, style and language condensed, everything omitted that can be dispensed with, while at the same time brevity should not be carried to such an extent as to impair intelligibility and comprehensiveness.

Each entry and each reference should show with sufficient explicitness just what is referred to, so that each may be distinct from all others; a mass of references grouped in an omnibus fashion under a heading without any other means of differentiating them than the laborious task of looking up all the places referred to in the text or matter indexed, is quite intolerable. Where, however, a subject, especially the name of a person, is frequently mentioned in an incidental and unimportant way, references thereto in the index may be grouped in a mass under the omnibus heading Alluded to.

The fulness and length of entries will depend upon the plan followed and the amount of matter indexed. Entries constructed more or less on an encyclopedic style will naturally be full. Usually, the more voluminous the matter indexed and the greater the number of entries on the same subjects, the greater will be the fulness and length of entries required, in order to make the exact distinctions between the items. Entries relating to vague and indefinite subjects are usually difficult to express with the brevity and conciseness possible when the subjects are more specific and have definite names.

14. Abbreviations are admissible in an index to a greater extent than elsewhere; but they should be used sparingly and cautiously, and not to such a degree as to be a constant puzzle and nuisance to searchers. Only an urgent necessity for economy of space, time, or expense should justify the profuse use of abbreviations the meaning of which is not easily apparent. The use of a long and complicated list of abbreviations, many obscure and ambiguous, brings sorrow and dismay to the uninitiated searcher, and he is put in danger of error and forced to spend valuable time unravelling the mystery of mutilated words, either by ingenious guessing or by tedious and constant search for a table explaining them, which, alas, too often cannot be found. Any table of abbreviations, etc., used should be accessible, with, if possible, a note on each page referring to it.

15. The necessities of alphabetical arrangement frequently require the language of an entry to be expressed out of its natural order, so as to bring some word first not naturally first. The words should be so transposed and arranged and the language so altered, if necessary, that the entry may be as smooth as possible and *not ambiguous or difficult to understand*.

When words intimately connected in the construction must be separated, as an adjective from its noun, a forename and titles from the surname of a person, they should be kept as near together as possible, the balance of the entry being transposed to the last.

Thus,

Revolution, American, decisive battles of,
Smith, Capt. John, travels of,

not

Revolution, decisive battles of American.
Smith, travels of Capt. John.

When there are no reasons to the contrary, the entry as it would stand in its natural order may be divided into two parts just before the word to be brought first, and the first part transposed bodily after the second.

Thus, arrange "Construction of railroads in United States"

Railroads in United States, construction of.

16. In printed indexes each heading or entry should be in "hanging indentation"; that is, the first line of each should begin flush with the left side of the page or column and each succeeding line should be indented.

17. When there are several entries relating to and indexed under the same subject, a very satis-

factory arrangement is to put them under one heading, the briefest and most general designation of the subject, placed at the beginning of the group of entries pertaining to it. The heading is placed flush with the left margin of the page or column. The entries following the headings are indented; if economy of space is necessary the entries may be set solid; but it presents a better appearance and is not so fatiguing to examine to have each entry to begin a new line (indented), leaving a whole line also for the heading. In addition to indentation, it is well in large indexes to put the entries in a smaller and less prominent print or handwriting than the headings, for the purpose of emphasizing the distinction between them. This method of arrangement is about the only one practicable in blank-book indexes; it has little application to card indexes; and it is mostly in printed indexes that there is great latitude in the methods of arranging groups of entries on the same subjects.

These points are illustrated by the following:

Adulteration:

Laws against.....	7
Of beer.....	163
Of butter.....	17
Of coffee.....	35
Of honey.....	199
Of milk.....	118
Of oils.....	75
Of wine.....	150

Set solid the above would appear thus:

Adulteration: Laws against, 7; of beer, 163; of butter, 17; of coffee, 35; of honey, 199; of milk, 118; of oils, 75; of wine, 150.

The heading should be repeated at the top of each new column or page, followed by (continued).

The heading should not be repeated in any of the entries under it if it is possible to omit it.

To secure this result the entries should be so worded as to smoothly suggest the subject without directly mentioning it; but when this cannot be done, and it is necessary to repeat the heading in the entry, the heading should generally be omitted and in its place there should be inserted instead a dash, a comma (except at the beginning), or the initial letter or letters of the heading; sometimes, especially before a colon, semi-colon, or period, the sense is sufficiently plain if no point at all is used to indicate the omission of the heading. As a last resort, when any of the above methods would be unbearably awkward, the heading may be repeated in full.

Thus,

Canals :

- Traffic on, in Canada.
- or Traffic on—in Canada.
- or Traffic on C. in Canada.
- or Traffic on Canadian.
- or Canadian, traffic on.
- etc.

A method different from that just outlined is frequently practised, as follows : When a number of consecutive entries begin with the same word (unless it be the same personal name belonging to different individuals), that word is omitted in all after the first and a dash or simple indentation used instead. This plan may at times be the best ; but it is apt to confuse searchers ; and the multiplication of dashes sometimes practised, however clear they may be to the indexer, is often obscure to others. It is believed that the use of headings as detailed above is more definite, more compact, neater, less confusing, and has the incidental desirable feature of throwing the items together, as it were, into classes. Blank-book indexes are quite necessarily made up entirely of entries grouped under headings.

18. Where the class of indexing may render it desirable, as in an index to a periodical, the name of the author may be inserted in the entry after the subject ; in an index extending over a series of years, the date also ; and, in general, so many of the features of library cataloguing as the case may justify may be introduced.

19. Title-entry is made to enable an article or book to be found when its title is known. It is applicable only to indexes of periodicals, society transactions, and the like, where there are various articles by different authors — to work partaking of the nature of library cataloguing ; and the special principles of the latter art should be applied in these cases.

As the title must be known to be looked for, it need be indexed but once as a title. All unnecessary words and surplusage should be omitted from titles, care being taken to leave them distinctive ; explanatory or supplementary additions may be inserted, in brackets, in the body of a title given as such ; and the words should, with the exceptions indicated below, be preserved in their natural order. Index under the first word of the title, omitting or transposing initial articles, serial numbers, undistinctive introductory expressions (as *Account of*, *Treatise on*), etc. ; biographical or critical titles may be indexed under the name of the person treated of.

The name of the author, and such other information as may be necessary, should be included

in the entry. Cross-reference from important words in the title after the first is unnecessary, as the subject-entries complete the indexing.

Such works as novels, poems, etc., should be indexed only under the first word of the title not an article, even if that first word be a forename, no entry at all being needed for the surname, for the reason that the title must be and is almost universally known in full.

Examples :

- Guy Mannerling. Sir Walter Scott. Boston, 1890. 12mo.
- Natural Law in the Spiritual World. Henry Drummond. New York, 1890. 12mo.

20. In author-entry, under the name of the author should be entered the titles (treated as indicated in the previous section) of works or articles by him, with an explanation added in brackets if the title be not sufficiently definite. The imprint is added in library catalogues ; such data as is necessary may be inserted.

Thus,

- Balestier, Wolcott. Refrey.
- Stanton, Theodore. The Quorum in European Legislatures.

Title and author entry, treated in the three foregoing sections, pertain especially to library work, and for further details along these lines reference should be made to treatises on cataloguing.

21. Quoted statements may, if desirable, be indexed under the real author's name, adding (quoted).

22. Difficulty at times arises in getting a satisfactory arrangement when a heading, representing a single indivisible fact or idea, can at its briefest be expressed only by several, two or more words. The question is, when the subject or heading consists of several words, under which to enter it, how best to express it, and how to manage so as to index fully with the least amount of unnecessary work.

a. Unless there is reason to the contrary (as indicated below), always preserve the natural order and enter under the first word of the phrase-heading.

Thus,

- Alimentary canal.
- District of Columbia.
- Medical jurisprudence.
- United States of Colombia.

b. If any one word contains the most prominent or most specific part of the idea, or plays the most important part in the meaning, trans-

pose so as to bring that word first and index under it.

Thus,

Ghent, treaty of.
Justice, Department of.
Potomac, Army of the.

c. If there are two or more words of equal or co-ordinate prominence and importance in the meaning, each presenting different aspects of the one general idea, make similar entries in full (or similar cross-references) under each word.

Thus, for "War between United States and Mexico (1846-48)," make similar entries under

Mexico, war with United States (1846-48).
United States, war with Mexico (1846-48).

d. Some cases can be satisfactorily arranged by entering under a simple and suitable synonym, or under the name of a class containing the subject, proper cross-references being made.

Thus, "War between United States and Mexico" might well be indexed under Mexican War (1846-48), with cross-references to that heading from Mexico and United States.

e. Make sufficient cross-references to the one word or arrangement of a heading under which the entries are made from the other important words or arrangements.

Thus subjects like "Alimentary canal" or "Political economy" would scarcely be looked for under "Canal" or "Economy," and cross-reference from those words would be useless. But if headings like "Medical jurisprudence" or "United States of Colombia" are apt to be looked for under "Jurisprudence" or "Colombia," cross-references should be made as follows:

Colombia, United States of. *See* United States of Colombia.

Jurisprudence, medical. *See* Medical Jurisprudence.

23. Foreign name of places, persons, etc., should generally be indexed under the corresponding English forms of the names (as Bavaria for Bayern, William for Wilhelm). Foreign names rarely translated into or thought of by their English equivalents should, however, be retained in their foreign form (as Giovanni, not John).

24. Index names of capes, forts, lakes, mountains, etc., under the distinctive name and not under the prefix Cape, Fort, etc.; but when the prefix is properly a part of the name, especially in names of towns, index under it. Make cross-references in doubtful cases.

Thus,

Kearny, Fort.
May, Cape.
Ontario, Lake.
Terrebonne, Bayou.
Washington, Mount.

But,

Cape May City.
Fort Wayne.
Gulf of Mexico (?).
Lake of the Woods (?).
Rio de Janeiro.
Rio Grande (?).

25. Index ordinary names of persons under the surname, letting the personal title and forenames or initials follow immediately.

Thus,

Anthon, Charles, LL.D.
Meade, Maj.-Gen. Geo. G.
Scott, Sir Walter. Bart.
Thomas, Mrs. S. B.

26. If known, enter under the real name of a person, making cross-references from pseudonyms or aliases. Also make needed cross-reference between maiden and married names.

Thus,

Clemens, Samuel (pseudonym Mark Twain).
Twain, Mark. *See* Clemens, Samuel.

27. Index names of persons under the Christian name or forename when they are generally known by such names, as in the case of popes, saints, sovereigns, princes, ancients, etc. Make such cross-references from family names and names of countries and places as are necessary.

Thus,

Albert Edward, Prince of Wales.
Pius IX., Pope.
Thomas, Saint.
Vergilius.
Victoria, Queen of England.

28. Index noblemen under the titles, with cross-reference from family names; index bishops under their proper surnames.

Thus,

Dorset, Charles Sackville, Sixth Earl of.
Sackville, Charles, Sixth Earl of Dorset.
See Dorset, Sixth Earl of.
Whitgift, John, Archbishop of Canterbury.

29. Surnames preceded by prefixes such as A, De, La, Mac, St., Van, etc., if English or thoroughly Anglicized, should be indexed under the prefixes, the prefixes being quite inseparable parts of the surnames. French names, if preceded by prefixes consisting of an article or word containing one, Des, Du, L', La, Le, should be in-

dexed under that prefix; otherwise, the prefix should be transposed (Cutter). In other foreign languages prefixes (especially D', Da, De, Van, Von, etc.) not an inseparable part of the surname and not constantly used with it should be transposed. Cross-reference may be made, sparingly.

Thus,

De Haven, Hon. J. J.
Humboldt, Alexandre de.
La Fontaine, Jean de.
St. John, John P.
Ten Eyck, Wm. S.

30. The rule for indexing compound surnames of persons (such as Solis-Cohen) usually given is to index English names under the last part, foreign names under the first part of the name. Frequent exceptions arise, as when the person is largely known under the part which by this rule would not be put first. Make sufficient cross-reference

31. If a forename is known in full, it should generally be used in preference to a simple initial.

Thus, Smith, Charles, rather than Smith, C., if the C. stands for Charles.

32. Index firms under the first surname, making cross-references from names of other persons included in the firm name.

Thus,

Humphreys, C. B., and Company.
Jones and Smith.
Robinson, The Geo. B., Company.
Smith, Jones and. *See* Jones and Smith.

When two (or more) persons are associated for a common object like authorship, not so intimately as in a corporate firm, it is probably better to make full entry, rather than cross-reference, under each. Both names should be included in each heading, and arranged thus :

Kipling, Rudyard, and Wolcott Balestier.

33. The author of official publications or reports — branches of government, societies, conventions, committees, corporations, etc. — is the particular body promulgating them, under the name of which author-entry should be made. Cross-references or full entry should be made under the names of individual writers where they are important contributors to such publications.

34. Where branches, executive, legislative, or judicial (courts), of a government (national, State, county, or municipal) occur as subjects or headings, index under the name of the government, country or place.

Thus,

Minnesota, Supreme Court of.
New York, Attorney-General of.
Ohio, legislature of.
Philadelphia, Pa., mayor of.
Schuyler County, N. Y., school commissioners of.
Tennessee, militia of.
United States:
Army of.
Justice, Department of.
President of.

Exceptions to this rule may be made in government work, in favor of that government only, where there are large groups of entries under offices and branches of it, by entering directly under the name of the office or branch and not under the name of the government.

Cross-references should be made where necessary, and pains should be taken to enable offices to be easily found whose names change, or whose exact designations may not be definitely known to searchers.

Preference should be given in entry to the name of an office or bureau over the department of which it may be a subdivision.

Thus, index under

United States Bureau of Education,
rather than under

United States Interior Department: Bureau of Education.

Officially it is frequently difficult to make a distinction between a government department or office (as Department of Justice, Headquarters of the Army) and the official title of the officer in charge (as Attorney-General, General commanding the Army); and the two terms are usually for indexing purposes practically synonymous. In such cases, as a general rule, enter under the name of the department or office and make cross-reference to it from the title of the official head, on the principle that the office transcends the officer. In the uncommon cases where a distinction is necessary, it should be made.

In some cases, however, there is no name of the office, but only a title of the officer in charge (as Commissioner of Charities of the District of Columbia, President of the United States); the title should in such cases of course be used as the heading.

Entry of official matters under the personal name of a sovereign or public officer should not be made, usually, except where (as in the case of army officers, members of legislative bodies

there is no particular official title or it is held in common by many persons. Cross-reference may be made, if necessary, from the personal name to the official title.

Thus,

Calhoun, Hon. John C., Secretary of War.
See United States War Department.

Purely personal matters relating to such public officers should, of course, be indexed under their personal names only.

35. Index historical events and other matters pertaining to a country or place under the name of the country or place, except where the matter concerning the locality in question comprises a large or the entire portion of the matter indexed. But when a historical event or similar subject has a particular name of its own by which it is generally known (as Declaration of Independence, Monroe doctrine, Dred Scott decision), entry may be made under it as the heading, with cross-reference from the name of the country. Events affecting more than one country (as wars, treaties) should be entered under each.

36. Index business corporations under the legal corporate name, using the words in their natural order, and transposing an initial "the."

37. Index churches, local societies, institutions, newspapers, etc., under the name of the place where they are located, except such as have distinctive names by which they are generally known.

Thus,

Augusta, Ga., high school.
Chester County, Pa., Historical Association.
Cleveland, Ohio, Bank of Commerce.
Harrisburg, Pa., Board of Trade.
Portland, Oregon, Second Baptist Church of.
Saint Paul's Cathedral, London.
Syracuse, N. Y., Daily Journal.
Washington, D. C., Columbia Athletic Club.

When it is desired to bring all societies or institutions of the same kind (as all the Young Men's Christian Associations, all libraries, athletic clubs, etc.) together, entry may be made as above with additional entry or cross-reference under the general designation.

38. Index non-local or national societies and institutions, political parties, universities, etc., under the official name of the body; sometimes under country. Make full cross-references, as from name of country, from the place to the name of a university, from headings indicating the objects and functions of a body to that where entry is made, and such as will enable an organization to be found by persons who may not know its exact name.

Thus,

Advancement of Science, American Association for. See American Association for the Advancement of Science.
American Association for the Advancement of Science.
Cornell University.
Democratic party (United States).
Ithaca, N. Y., Cornell University at. See Cornell University.
Science, American Association for the Advancement of. See American Association for the Advancement of Science.
United States, democratic party. See Democratic party.

39. Index conventions under the name of the organization or the place; make full cross-references, as indicated in the previous section, care being taken that all and any conventions of any organization can be readily found.

Thus,

Geographical Congress, Third International, at Venice, 1883. See International Geographical Congress, Third.
International Geographical Congress, Third, at Venice, 1883.
Venice, Italy, Third International Geographical Congress at, 1883. See International Geographical Congress, Third.

40. Index committees under the name of the body to which they belong.

41. Index matters relating officially to officers of corporations, societies, or other bodies, under the name of the organization, cross-reference being made, if necessary, from the personal name of the officer.

Such matters as annual addresses by presidents of scientific and similar societies pertain, however, rather to the individual than to the officer, and should be indexed accordingly.

42. Petitions not emanating from an organization as a whole should be indexed, for authority, under the name of the place, or class, or body (whichever is most characteristic), to which the signers belong. The use of the name of the first signer for indexing purposes does not mean much, and has little real utility; the important consideration in such cases is that common interest or concern of locality or business which impels men to unite in petitions and protests.

43. Index names of vessels named after persons, in which the surname is used in full, under the surname; in all other cases index the name in its natural order, under the first word.

Thus,

Colonel Joe (steamer).
Ellen R. (tugboat).
Gran., Gen. U. S. (schooner).
Mary Jane (lighter).

44. In any case in which cross-references are

in order, if there are but one or a very few entries under any heading from which cross-reference would be made, it is a question whether it would not be advisable to make those entries in full under the heading instead of making the cross-reference. It is little saving to the indexer to make cross-reference from a heading which would have but one or two entries under it; and it would be a decided gain to the searcher. The difficulty is that at the time a cross-reference is made it is usually difficult to determine just how many entries would arise under the heading afterward; in some cases, also, cross-reference only should ever be made, as from an incorrect to the correct designation.

45. Make cross-references from all synonyms (or all likely to be looked for) to the heading under which entry is made.

Thus,

Drunkenness. *See* Intoxication.

South Sea. *See* Pacific Ocean.

46. Make cross-references from incorrect, old, foreign, or unusual designations or forms of spelling, if apt to be looked under, to the correct ones where entry is made.

Thus,

Cherubusco. *See* Churubusco.

Wien. *See* Vienna.

47. Make cross-references from subjects to cognate or kindred subjects and to opposites, from genus to species, species to genus, etc., in all cases where such references will facilitate searching or where they are necessary to direct the searcher's attention to matter relating to the subject more or less indirectly.

Thus,

Architecture. *See also* Engineering.

Art. *See also* Esthetics.

Engineering. *See also* Architecture.

Esthetics. *See also* Art.

Intemperance. *See also* Temperance.

Temperance. *See also* Intemperance.

Care should be taken not to "close up" headings improperly (see sections 48 and 50).

A general reference may be made from a heading to its subdivisions without specifying all the particular items.

48. Subjects which are cognate, but not synonymous, should have full entries made under each with a reference ("See also") to the others simply to call attention to their existence; that is, of co-ordinate subjects, none should be subordinated to any other by "closing it up" by making such a cross-reference to the other as precludes entry in full under itself. Co-ordinate subjects should all have like treatment.

49. Do not make a cross-reference to a heading under which no entries are made, but from it.

50. In making cross-references, use the word "See" when there are or are to be no other entries under the heading from which reference is made (in which case that heading is said to be "closed up"); when there are or may be other entries under this heading, use "See also." A careful distinction should be made in the use of these two expressions.

51. All headings should be in uniform type. In large indexes (but not in small ones) the headings, or their first or leading words, may well be put in a heavier, more prominent type or handwriting than the body of the entries. Any type so used should be tasteful, and not be too bold or too greatly in contrast with the rest of the matter; italics are barely suitable for this purpose; small capitals may do very well; the best is a heavy-face type if not too bold.

The "See" and "See also" in cross-references should be in different type from the headings. If the headings and body of the entries are all in uniform Roman, these expressions should be italicized. If the headings are in heavier type, the "See" and "See also" may be in the same type as the body of the other entries; and in this latter case the heading following the "See" (that to which reference is made) should also be in heavier or different type, though preferably less prominent than the main heading (that before the "See"). The sentence beginning with "See" should not be put in parentheses.

The heading to which cross-reference is made should be arranged in the same order as where it occurs as the main heading.

Examples:

Twain, Mark. *See* Clemens, Samuel.

Twain, MARK. *See* CLEMENS, SAMUEL.

Twain, MARK. *See* Clemens, Samuel.
better than the last two:

Twain, MARK. *See* Clemens, Samuel.

52. The places or numbers of pages, paragraphs, etc., referred to in the entries must be perfectly intelligible and accurate. These references should be pointed enough so that the place can be found easily with as little further hunting as possible; that is, refer not to long chapters, which will require much hunting through to find the place wanted, but rather to pages, etc., which are shorter.

In order that such references may be distinctly intelligible, a plain explanation should appear on each page, so that it may be distinctly understood what the numbers refer to, whether to pages, sections, numbers of papers on file, etc.; volumes, books or periodicals referred to should be indicated so plainly that mistakes cannot occur.

The importance of absolute correctness of ref-

erence is manifest. If a reference, for instance, is found to be incorrect, the searcher is put to the aggravating trouble of hunting up the correct place, if, indeed, he be able to find it at all. An incorrect reference is little or no better than none at all. Errors of this kind are apt to occur in revising editions of books, where the text is altered without corresponding changes being made in the index. It would seem to be superfluous to call attention to this point; yet the frequency of the occurrence of incorrectness of references justifies emphasizing the point that the utmost pains should be taken to insure absolute accuracy.

53. If the references are numerical, if the index is short and arranged in wide columns or the full measure of the page, the numbers may be set on the right-hand margin and connected with the corresponding entries by leaders. If the entries and references are long, if the index is in narrow columns, and is in places solid, the references should be separated from the rest of the entries by commas only.

See examples under section 17.

54. If a work is in several volumes the reference should indicate the particular volume by Roman numerals unless the number of volumes is too large.

55. A work in several volumes should, if possible, have in each volume an index for the whole set and not one for the volume separately. An index to the whole should at least be in the last volume.

56. In cases where there are distinct classes of subjects in matter indexed separate indexes are sometimes made for each class, such as an index of authors and one of subjects; or an index of drugs and one of diseases in works on therapeutics. The multiplication of indexes in this way is not to be commended; it does not often, if ever, present any advantages, while it is always a complication and liable to mislead. Consolidation into one comprehensive whole is the most desirable system.

57. Arrange the entries alphabetically, a rational system of alphabetical arrangement or "alphabetizing" being followed.

Arrangement other than alphabetical, such as chronological or numerical, can, if desired, be readily provided for.

The following hints for searching indexes may be useful: First, look under the proper designation of the subject in question, and then under its synonyms; second, look for headings that contain the subject; third, for headings which it contains; and last, look under cognate and related subjects.

As to the mechanical or clerical methods of notation, construction, and arrangement of entries, indexes may be divided into three characteristic classes: (1) blank-book indexes, in which the entries are inserted directly in books according to some convenient arrangement to facilitate reference; (2) card indexes, in which entries are made on separate cards, which are then arranged alphabetically and filled conveniently for examination; and (3) printed indexes and their like, containing a complete set of entries finally arranged and crystallized, to which no additions are to be made, such as the ordinary indexes printed with books. Only the first two varieties mentioned can be prepared at the outset; the third must be compiled from an index first drawn up in one of the other forms.

The selection of any of these methods must be made by the indexer upon the requirements and circumstances of the case. "Current indexes" — that is, indexes in which entries are being continually and indefinitely made from matter constantly being received, as indexes of papers coming in an office, of articles in current periodicals, of books in a library, an index-rerum, etc. — must be in one of the first two forms. Their comparative advantages and disadvantages are given below.

Blank-book indexes. — This class comprehends manuscript indexes in which the entries are made directly in books according to some plan by which reference is facilitated. Such indexes may be kept in a great variety of ways, only the best of which will be presented here.

In the best forms, the entries are made under headings inserted in alphabetical order, as nearly as is practicable, in books suitably arranged for the purpose. A blank-book to be properly arranged for this method of indexing must be strong, of suitable size, and should be paged, and the space of which it is composed should be divided and allotted among the different initial letters or such "combinations" of the first two, three, or more letters which it is expected that the subjects to be indexed will begin with, as Aa, Ab, Ac, Ad, etc., Ba, Be, Bi, Bl, Bo, Br, Bu, By, etc. The space allotted the combinations must not be equal, but proportionate to the space which it is calculated will be required for the entries under them respectively.

The number of initial letters to which the combinations should be carried must depend upon the size of the book used. Thus it will usually suffice to divide up indexes of moderate

size, consisting of not over, say, 400 pages, among two-letter combinations; in indexes of larger size the more important three-letter combinations should be duly introduced; while books exceeding, say, 1200 pages must be divided up among combinations of three and more initial letters. It is extremely desirable that a distinct and specific combination, different from other adjacent combinations, should be provided for every two pages.

Tags on the margins of the leaves to aid in finding the combinations are a great convenience, and are in fact almost indispensable.

The best books that can be obtained for indexing are manufactured and admirably arranged for their purpose by dealers* in this class of supplies; indexes for special purposes are also made to order by these firms. Many of these manufactured index-books contain numerous special devices for convenience and utility, are constructed with great strength, and are neatly arranged according to the best principles.

The book for the purpose being prepared, the headings expressive of the subjects are entered, as they are encountered in the course of indexing, in prominent handwriting in the space allotted to their respective initial combinations; thus, Digestion would be inserted in the space allotted for words beginning with Di. All entries relating to each subject must then, as they arise, be inserted under the proper heading. Sufficient space must be left after each heading to allow for all the future entries which it is calculated will be made under it; if the space left in this way become filled, the subject is transferred to another place where there is room, reference being made from each place to the other.

Effort should be made to arrange all the headings inserted under each combination as nearly alphabetically as possible. To do this will require much judgment on the part of the indexer, and with the best of calculation slight, but not serious, deviations from the strict alphabetical order will be inevitable. Thus, in entering the heading Digestion, space must be left before and after it for other headings beginning with Di which alphabetically precede or follow the word Digestion. Of course no headings must be entered under other initial combinations than their own, except where absolutely required by necessity, when proper references should be made; thus all words beginning with Di must be entered under Di, not under Do, etc. But if the space allotted a combination should become entirely filled, further headings must be entered else-

where, a reference to the place always being made in the margin under the correct combination; thus, if the space under Di be all filled other headings beginning with Di must be inserted elsewhere, reference to the page or place being made in the margin under Di.

A suppositious page from an index of medical articles [printed at the end of this article on page 14] is given as an illustration of the methods and points above indicated. As further items under any of the subjects given might be met with, similar entries would be added in the proper places.

Indexes of this kind are well adapted to current work, such as public archives, files of papers, articles in magazines, etc., and are quite satisfactory for such purposes.

The comparative advantages of a blank-book index over a card index are that it can be kept with less labor than can a card index. It is generally easier to use; a mass of entries and headings on a page can be glanced over much more easily and rapidly than a corresponding number of cards can be handled and read. There is not the danger of loss or misplacement that exists in a card index. Book indexes are less bulky and more easily disposed of than card indexes.

On the contrary, the comparative disadvantages of the book index to the card index are that it is not so elastic; it does not admit of the absolute alphabetical arrangement, of the fulness of entry, or of the elimination and destruction of unnecessary portions, which are important characteristics of the card index. It cannot be so readily prepared for printing as the card index.

Current indexes have been made by entering the groups of entries and references under headings indiscriminately distributed through the book without regard to alphabetical order. An alphabetical index to the various headings, at the beginning or end of the book, enables the entries on any subject to be found. This plan is in all respects inferior to that above detailed.

The antiquated "vowel index" needs mention only for condemnation, as being inconvenient and absolutely inferior and unscientific.

Card indexes.—In card indexes the entries are made on slips or cards, which are then arranged and filed alphabetically in a manner convenient for reference.

The cards should be a good quality of paper of sufficient weight or light cardboard. It is not well to use paper of too great weight, so as to reduce the bulk of the index to a minimum; a paper weighing about 26 pounds to the ream is quite satisfactory and suitable for most purposes. The cards should be cut to some uniform size,

* Such as the Burr Index Company, Hartford, Connecticut.

according to the circumstances. A size of about 3 by 5 inches is commonly used, and is very suitable where a single entry is made on each card; where several entries are made on each card, or where the entries are long, a size about $3\frac{1}{4}$ by 8 inches may be found very convenient. The work of making the entries on the cards may be facilitated in many cases by having them printed in blank.

According to the plan followed, a single entry, or a number of entries pertaining to the same subject, may be made on each card. If cards 3 by 5 are used the entries may be written either lengthwise or crosswise the card; if the $3\frac{1}{4}$ by 8 size is used, the entries should be written crosswise only.

The cards, after the entries are made on them, are arranged alphabetically, or are inserted in their proper places in the alphabetical file of cards. Ordinary ingenuity will readily suggest easy methods of arranging a large number of cards in alphabetical order. The cards may first be sorted in piles or in boxes divided into compartments, according to initial letters; then each pile may be sorted according to the second letters; and so on until the whole is divided into parts small enough for ready arrangement. The cards are filed in boxes or cabinets, standing on their sides or ends so that the writing on them will be horizontal. The boxes should be just wide enough to admit the cards easily, and should be so arranged that the cards can be readily handled and examined. Guide cards, sufficiently stiff, and long enough to project slightly above the index cards, with the various initial letters and combinations of words written or printed plainly on the projecting margins, should be inserted at the proper intervals to indicate the location of the commencement of groups of cards whose headings begin with the corresponding letters or words. Special devices for convenience and security of the cards, such as having holes in the cards through which a rod is run to hold them in their boxes or drawers secure from loss or misplacement, may be devised and, together with all supplies and furniture, are for sale by dealers.*

This method of indexing is very useful applied to current work, and is practically the only good method of preparing indexes to be printed.

Some of the advantages and disadvantages as compared with blank-book indexes for current work have been already given. Card indexes are more laborious to prepare and search than

book indexes. There is a constant danger of loss or misplacement of cards, which must be guarded against by extreme care. The card index, however, admits of the strictest alphabetical arrangement and of any rearrangement, and entries can be made of any degree of fulness. Cards may, when found to be unnecessary, be removed and destroyed, so that useless portions can be readily eliminated.

Printed indexes.— This designation refers to indexes finally completed, arranged, and crystallized in the best permanent form, such as the printed indexes of books. Of course manuscript indexes, made similar to printed indexes, are prepared in the same way. Such indexes are compiled from card indexes first prepared. The steps of the process, as of indexing a book, are as follows:

1. Provide a sufficient number of slips of paper, of convenient size. As it is not intended to preserve them, it is not necessary that the paper be of as good quality as in the case of a permanent card index.

2. Go through the book carefully, from beginning to end, and make, as each subject is met, the proper entries, one on each slip. If, as is usually the case, the references are made to pages, this cannot be done, or at least the numbers of the pages cannot be inserted, until the book, in the course of printing, is made up into pages. For convenience in verifying the work the slips should be carefully kept in piles in the order in which they are made.

3. When all the entries are made, verify the work by going over the book and slips again and comparing the two. See that the entries and references are correct, that everything in the book is properly indexed, and that nothing is omitted.

4. When verified, arrange the slips alphabetically, and consolidate and revise the entries so as to make the index a harmonious, uniform, and commodious whole.

5. To guard against loss or misplacement in printing and proof-reading, number the slips (as a future means of detecting loss of any, and thus of assurance against loss), or secure them by pasting them in proper order on sheets of paper. It is not necessary to transcribe them for the printer. It is not even necessary that the slips should be pasted on sheets; if numbered, they may be sent to the printer simply tied up or fastened in a bundle.

The index is now ready to be printed.

* Such as the Library Bureau, Boston.

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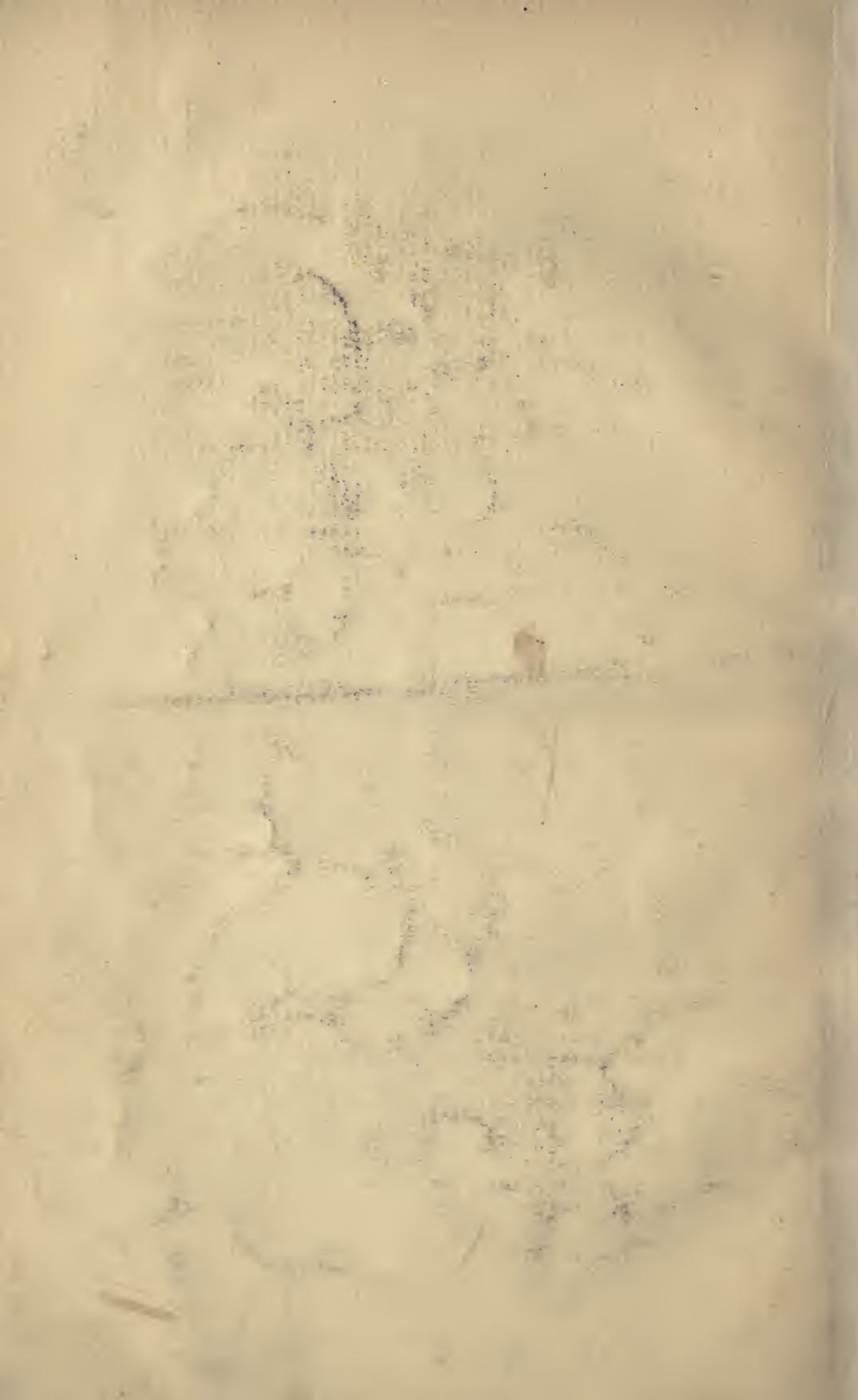
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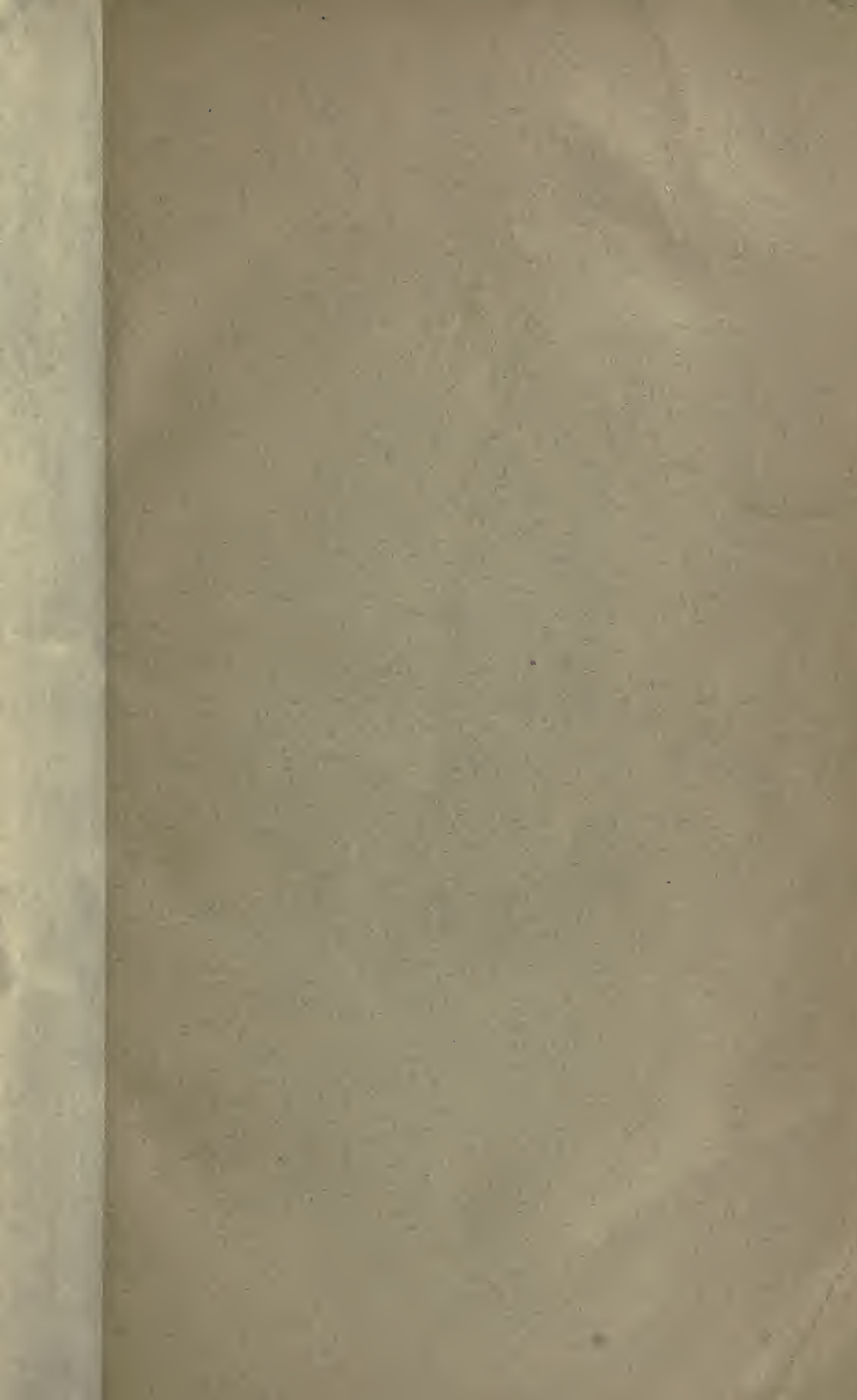
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